

TO: State of Georgia Employees

FROM: DOAS/Division of Risk Management Services

RE: Injuries on the Job

Please review the Workers' Compensation Notice that is conspicuously posted in and about your place(s) of business. If you sustain an injury while performing your duties for the State of Georgia, you must immediately report this injury to your supervisor as he/she must report the injury through the Telephonic Claims Reporting Center by calling **1-877-656-RISK (7475)** within 24 hours of the incident.

The Workers' Compensation Notice also provides the names, addresses and phone numbers of the Doctors from whom you must seek treatment for your job-related injuries. You may make one change from one doctor on the panel to another doctor on the panel. If this agency participates in the Managed Care Organization, the number indicated on the panel should be called for a medical referral. Any additional requests for changes in treatment require the permission of the DOAS/Division of Risk Management Services claims specialists.

In the case of an emergency, you should seek emergency care from the nearest hospital emergency room. Any follow-up care must be received from a doctor on your agency's the "Panel of Physicians" listed on the bulletin board.

Failure to seek treatment for your job-related injuries from this "Panel of Physicians" could jeopardize payment of your medical bills under Workers' Compensation and you could be personally liable for the costs associated with the treatment received.

This will certify that I have been advised of the procedures to follow if I sustain an occupational injury and have seen been advised of the panel of physicians and shown where the panel is located.

Signature of Employee

Date

Agency Personnel Officer or
Employee Supervisor